

Personal Services Contracts Training Schedule

Level I is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's administrative procedures, flow charts of the contract review process, and the basics for determining independent contractor status. The course lasts approximately 8 hours.

All **Level I** classes will be held at the Centennial Building, 1313 Sherman St., in Room 220 - Denver

Start time 8:30 a.m. End time 4:30 p.m.

Wednesday, February 23, 2005

Wednesday, April 27, 2005

Wednesday, June 15, 2005

Level II is advanced training focused on the required elements of cost comparisons and completion of the cost comparison form, as well as the appropriate application of applicable statutes and Director's administrative procedures. The course lasts approximately 6 hours.

All **Level II** classes will be held at the Centennial Building, 1313 Sherman St. - Denver

Start time: 9:00 a.m. End time: 3:00 p.m.

Wednesday, January 26, 2005 - Room 318

Wednesday, March 30, 2005 - Room 220

Wednesday, May 25, 2005 - Room 318

Both levels of training are required for HR professionals seeking PCP certification.

Please contact Judi Karg at judi.karg@state.co.us or (303) 866-2391 to reserve a space. Seats are limited and will be reserved on a first come, first served basis.

Updated December 7, 2004